

Personnel

Payroll Regulations

**Job-Incurred Illness
or Injury Leave**

- SUMMARY:** .01 Job-incurred illness or injury leave provides for a specific period of paid absence during which an employee is unable to work because of illness or injury arising from or in the course of Laboratory employment.
- EMPLOYEES COVERED:** .02 Job-incurred illness or injury leave with pay applies to regular full-time and part-time employees. Generally short- and limited-term employees are only eligible for illness or injury leave during the waiting period before Worker's Compensation payments begin. However, limited-term employees are eligible for the full leave benefit if they accrue sick and vacation leave. Both limited- and short-term employees are eligible for Workers' Compensation.
- REPORTING ILLNESS OR INJURY:** .03 See the Laboratory Environment, Safety, and Health Manual for requirements and procedures for reporting and treatment of job-incurred illnesses and injuries.
- RECORDING ABSENCE:** .04 Record leave as job-incurred illness and injury leave when the Occupational Medicine Group (ESH-2) directs the employee to remain off work because of a job-incurred illness or injury. Leave taken under the Family and Medical Leave Act (FMLA) as a result of job-incurred illness or injury must be so designated. ✂ Contact the Laboratory's Risk Manager (BUS-RM) for the correct time and effort codes. See also [Table 300.I](#). Absences reported as job-incurred illness or injury leave and subsequently denied are charged against the employee's sick or vacation leave accrual. See [.11](#) and [.12](#).
- .05 When an employee who is working his or her normally scheduled hours must leave intermittently for ESH-2-directed evaluation or medical care, record the absence as treatment time for job-incurred illness or injury ✂. See [Table 300.I](#).
- AUTHORIZATION FOR LEAVE:** .06 Job-incurred illness or injury leave is authorized by

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the Laboratory's Risk Manager (BUS/RM) with the concurrence of the ESH-2 Group Leader.

NTS Employees	.07 Employees whose regular duty station is the Nevada Test Site (NTS) should report first to the Reynolds Electric and Engineering Co., Inc. (REECo) Medical Facility for evaluation. ESH-2 may require the employee to travel to Los Alamos for evaluation.
SALARY PAYMENT AND DURATION:	<p>.08 <i>Full-Time Employees</i> — Full-time employees receive & payments for up to 130 workdays & of injury leave & excluding treatment time associated with a job-incurred illness or injury—see .05. Full-time employees receive 100% of their normal salary during the 7-day waiting period before Workers' Compensation payments begin. Employees are paid 80% of their normal salary thereafter.</p> <p>.09 <i>Part-Time Employees</i> — Part-time employees are paid according to the percentage of time for which they are appointed.</p> <p>.10 <i>Employees at NTS</i> — Full- and part-time employees whose duty stations are in Nevada must endorse and turn over to the Laboratory all Workers' Compensation insurance checks they receive during this time.</p>
EFFECT ON BENEFITS:	.11 Employees who are on illness or injury leave or treatment time because of a job-incurred illness or injury) are considered to be in regular pay status for all benefits, including vacation and sick leave accruals.
EXTENDED WORKWEEK:	.12 If an employee is assigned to an extended workweek status and the prognosis is for more than a 1-week recovery period, the employee should be removed from extended workweek status.
CONTINUING DISABILITY:	.13 BUS/RM notifies the employee when the 130-workday period has been exhausted. If an employee is unable to return to his or her normal work schedule at that time, the group-level manager will place the employee on sick leave, vacation, or

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leave without pay, after consulting with the employee. During any of these leaves, the employee may retain all Workers' Compensation payments.

Recording Absence

- .14 Employees who have exhausted their illness or injury leave may be eligible for disability benefits. These employees should contact the Compensation and Benefits Group (HR-C&B) to receive benefits counseling. ✂

MEDICAL SERVICES:

- .15 The employee should send charges for medical services rendered for a job-incurred illness or injury to BUS/RM to be reviewed for coverage under the Workers' Compensation Program. The Laboratory is not required to cover medical care that ESH-2 has not authorized.

NOTE: The Laboratory group health insurance plans will not cover a medical expense that is eligible for payment under a Workers' Compensation claim. ✂